DOCUMENT RESUME

ED 390 434 IR 055 781

TITLE	A Manual for Michigan State Documents Depository Libraries.
INSTITUTION	Michigan Library, Lansing.
PUB DATE	94
NOTE	65p.
PUB TYPE	Guides - Non-Classroom Use (055)
EDRS PRICE	MF01/PC03 Plus Postage.
DESCRIPTORS	*Depository Libraries; *Government Publications; *Library Administration; Library Materials; Library Networks; Library Role; Library Services; *Library Technical Processes; State Programs
IDENTIFIERS	Historical Background; Library of Michigan; *Michigan

ABSTRACT

This manual contains information about the Michigan Documents Depository Library Program as administered by the Library of Michigan, a brief history of the program, the types of publications distributed, and guidance on handling and processing depository shipments. The first section briefly outlines the history of the Michigan documents depository library program. Section 2, "Library of Michigan Administration of the Depository Program," contains details about the role the Library of Michigan plays in overseeing the program, a profile of the member libraries, some general procedures, and information about how depository documents are distributed. The third section, "Guidelines for Managing a Michigan Documents Depository," explains how depository documents should be dealt with after their arrival at the depository, including technical processing, claim procedures, and retention and weeding policies. "Resources for Effective Public Services," the fourth section, serves as an introduction to document acquisition and to some online search tools; it includes a suggested core list of Michigan state documents. Seven appendices contain laws pertaining to the depository library program, a directory of the depository library system, a sample shipping list, classification scheme, filing rules, a bibliographic aid for locating pre-1952 documents, and a document price list. (BEW)

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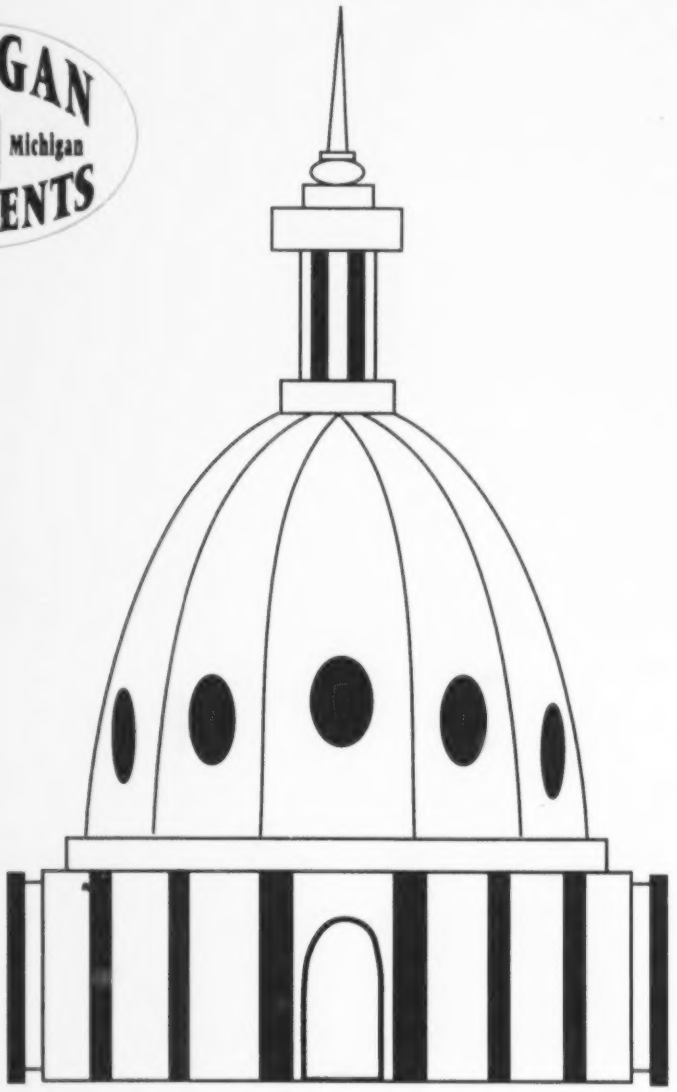

A Manual for Michigan State Documents Depository Libraries

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MANUAL FOR

MICHIGAN STATE DOCUMENTS

DEPOSITORY LIBRARIES

1994

INTRODUCTION

AND ACKNOWLEDGMENTS

A Manual for Michigan State Documents Depository Libraries contains information about the Michigan Documents Depository Library Program as administered by the Library of Michigan, a brief history of the program, the types of publications distributed, and guidance on handling and processing depository shipments. Collection development and resources for public services are covered as well. The Manual should be used as an overview for all documents staff in Michigan involved with acquisitions, technical and public services for Michigan depository documents.

The Manual is the result of a two year effort by practicing documents librarians and the staff of the Library of Michigan. Early on a committee, chaired by Sandra Calemme, determined the scope of the Manual, developed an outline of the contents and drafted most of the sections. Anne Diamond served as chief editor of the project, revising committee drafts and merging comments and suggestions from the field with those of Library of Michigan staff involved with state documents responsibilities. The contribution of the following individuals to this Manual is gratefully acknowledged.

Michigan Documents Manual Committee: Sandra Calemme, University of Detroit Mercy, F. Anne Diamond, Library of Michigan, Michael McDonnell, Western Michigan University, and Carolyn Price, Flint Public Library.

Field Comments: Sandra Dey, Saginaw Valley State University, Cassandra Hartnett, Detroit Public Library, and Darlene Pierce, Northern Michigan University.

Library of Michigan Staff: Sue Adamczak, Carole Callard, Wendy Flournoy, Charles Hagler, Elaine Harrison, Louisa Hu, Mary Karpinski, Richard Lucas, Cindy Li, Dianna Living, Kathleen Menanteaux, Susan Nearing, Ilene Schechter, Sandra Schmidt, and Kate Tanner-Kilgus.

MANUAL
MICHIGAN STATE DOCUMENTS
DEPOSITORY LIBRARIES

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HISTORY OF THE MICHIGAN DOCUMENTS DEPOSITORY LIBRARY PROGRAM

The state of Michigan has a long history in preserving the deliberations of its elected and appointed officials. Even prior to statehood, the Legislative Council passed a resolution in 1829 directing the deposit of thirty copies of the laws and journals of Council sessions to be placed in the Legislative Council Library. In 1836, the Library was placed under the Secretary of State with "all public documents and records of the territorial government" to be filed there.

In 1840, the Secretary of State was authorized to give all library societies and institutes one copy of all state laws, journals and documents since statehood and each year following. However, the 1840s brought hard times to Michigan, and the joint resolution was repealed in 1842. The foreign exchange of documents was more successful in gaining legislative support. From 1844 to 1849, Michigan participated in the International Literary Exchange program based in Paris. During that era, documents were also ocassionally sent to the British Museum.

It was not until 1859 that another state institution was designated to receive Michigan documents. In that year, monies were appropriated which authorized the State Librarian to send duplicates of the library's materials to the new Michigan Agricultural College (now Michigan State University). Although no specific states or institutions can be identified from reports and appropriations over the next thirty years, spotty documentation exists that suggests the state library was diligent in exchanging and depositing legislative, executive, and even Supreme Court Reports, within the state and with other states.

Until 1895 the Michigan State Library served only as a library for the legislature. Public Act 28 of 1895 provided for the day-to-day management of the Michigan State Library and enhanced certain functions performed by the agency, including authorizing the state librarian to "exchange judicial decisions, statutes, journals, legislative and executive documents of Michigan, and other books placed in the care of the State Librarian for the purpose of exchange with the libraries of other states and the government of the United States." Under this rather broad wording, copies of

state government publications were deposited at the Library of Congress and libraries throughout Michigan were sent state documents.

By 1966 there were some 100 libraries (public, academic, school and a few out-of-state institutions) receiving documents from the state library. At that time libraries chose the state departments from which they wished to receive publications, and the Michigan State Library sent letters and made calls to agencies to get the requisite number. This arrangement made for unevenness, both in terms of receipt and distribution, and created a substantial administrative burden for the state library. Following the development of the Michigan Documents Classification Scheme in 1967, the entire program underwent a thorough review.

Those libraries still serving as depositories in 1969 were polled to see if they wished to remain in the system. Some elected to withdraw. Other libraries, particularly the public academic institutions, were approached and encouraged to join the program. A rule of thumb was established that no citizen should be more than one hour (or sixty miles) away from a depository library. Some libraries were brought into the program to meet this criteria. Newly formed Public Library Cooperatives were also designated to build on the cooperative network of public information. Finally, 48 Michigan libraries were designated as state documents depositories.

A decade later it became clear that the program would benefit from a depository statute. In 1976, legislation was introduced in the Michigan House of Representatives which confirmed certain aspects of the depository program already in place. Introduced in September and signed into law on 23 December 1976, PA 367 of 1976, strengthened the program's distribution component by requiring that "each state official, state department, state board, state commission, and state agency which issues or publishes a public document [to] furnish the state library a minimum of 75 copies of each document." Colleges and state universities were required to deposit two copies of each publication with the state library.

While continuing the exchange program for other states established in 1895, the act affirmed the designation of depository libraries in Michigan, specifying the inclusion of state university libraries and selected public, school and college libraries. Libraries already involved in the program could retain their depository designation if they agreed to make the documents accessible

to citizens of the state without charge. The law further required the state library to keep one copy as a "permanent reference copy" and to continue to deposit one copy with the Library of Congress.

As documents were received from state agencies, the first copies were added to the Michigan Documents Collections (Official and Circulating) at the Michigan State Library; the next copy was sent to the Library of Congress as stipulated in the law. The distribution to the depository libraries was based on a priority ranking of those libraries able to provide the most service to the largest number of citizens. The order was, and is, as follows: 1) major research libraries located at the University of Michigan, Michigan State University, Wayne State University and the Detroit Public Library and the remaining state supported college and university libraries, 2) the Class VI public libraries of Michigan's most populous cities, and 3) a combination of the exchange libraries located in other states and countries, and cooperative, county and smaller public libraries. This priority listing may be found on page 14 in the chapter on the "Library of Michigan Administration of the Depository Program."

PA 367 of 1976 also required the preparation and issuance of a quarterly checklist of public documents. The lists were to be cumulated and printed at the end of each calendar year. The *Michigan Documents* checklist continues today and is arranged by the Michigan Documents Classification Scheme developed in 1967. The checklist is cumulated each year and distributed to depository libraries and to all public and college libraries that express an interest in receiving it.

In 1983, the Library of Michigan was established under PA 540 of 1982. While placing the library under the authority of the Legislative Council, codifying modern-day functions of the state library agency and citing many duties and responsibilities of the State Librarian, the law retained the language regarding the library as the depository for public documents and as the administrator of the state documents depository library program. It is under this legislation that the program operates today.

LIBRARY OF MICHIGAN ADMINISTRATION OF THE MICHIGAN DOCUMENTS DEPOSITORY LIBRARY PROGRAM

ROLE OF THE LIBRARY OF MICHIGAN

The Library of Michigan is the repository for the Michigan Documents Depository Library Program. As such, the Library of Michigan has in its collections state executive and legislative publications dating back to 1805. The depository law requires that each state agency deposit 75 copies of any document printed for public distribution. Ideally, the issuing agency should send copies of its publications to the Library of Michigan as soon as they are printed. In practice, however, the staff at the Library of Michigan must be proactive in pursuing these valuable materials, scanning newspapers, departmental newsletters or conducting follow-up, by phone or by letter, on titles requested by libraries or patrons which the Library does not hold. Visits to state agencies to promote awareness of the depository program are also periodically conducted.

The first four copies of all titles received for depository distribution are placed in the Library of Michigan Documents Collections which are maintained separately. The Official and Circulating Collections number more than 100,000 items. The Official Collection (first or single copy received) contains copies of all editions of a title and all pages issued for looseleaf publications. The Circulating Collection (copy 2 and 3) has only the revised editions and only the most current looseleaf information is interfiled. The fourth copy is designated for the Library of Michigan's Upper Peninsula Branch in Escanaba. The Official Collection does not circulate, but titles in the Circulating Collection and at the Upper Peninsula Branch may be borrowed by any citizen or interloaned by any library through Access Services and Stack Management.

Reference services are provided by the Public Services Division of the Library of Michigan. Titles may be verified through the Government Documents Desk. Addresses for newly formed or hard-to-identify agencies may also be obtained from that source. Subject searches, especially for retrospective materials, are also available for Michigan documents depository libraries through the Government Documents Desk.

Although the Library of Michigan's Law Library is not officially a depository library, it collects administrative decisions from several state agencies. The Michigan Tax Tribunal Opinions and the Michigan Civil Rights Commission Decisions are examples of this kind of material. The administrative materials are not duplicated in other Michigan Documents Collections of the Library of Michigan. The Law Library also receives bills, bill analyses and house and senate journals. For further details, see the "Legislative Distribution System" section of this manual. The

Law Library draws on these special materials to respond to queries from all types of libraries around the state.

The Technical Services Division is responsible for a number of functions related to the operations of the Michigan documents depository library system. The Periodicals and Processing section of Technical Services receives and distributes publications to libraries, prepares the Shipping Lists, affixes special notes and responds to claims. This process is fully described beginning on page 11 under the heading "Distribution to Depository Libraries."

Assignment of classification numbers and creation of MARC cataloging records are performed by the Cataloging section. Both provisional (title, issuing agency and call number) and complete records appear in the Library of Michigan's online public access catalog, ANSWER. Full MARC records for Michigan documents are added to ANSWER and to OCLC. Although there is no officially designated source for the cataloging of Michigan documents, the Library of Michigan does virtually all cataloging as the titles are received there first. "Michigan Documents Reference Sources" (page 27) gives a full explanation of what one can expect to locate in ANSWER and in OCLC.

Technical Services staff also prepare the *Michigan Documents* checklist which began in 1952. This tool lists all of the publications of state government agencies received at the Library of Michigan. Occasionally retrospective titles may be found in the checklist, reflecting their receipt within the reporting period. The checklist is updated quarterly with annual cumulations each year. For a complete listing and historical perspective for this publication see "Michigan Documents Reference Sources" (page 27).

The Library of Michigan is empowered to promulgate the rules and regulations of the Michigan Documents Depository Library Program. This function is undertaken by the Government Information Specialist who interprets and revises the "Procedures for the Michigan Documents Depository Libraries." (The Procedures appear in this chapter of the Manual.) This specialist also provides technical support by visiting depository libraries, conducting orientations for new document coordinators, planning periodic continuing education programs for depository library staff, and authorizing off-site housing of Michigan documents.

The Library of Michigan Depository Library Services Directory has been distributed with this Manual as a separate item. The Services Directory is arranged by type of service and can be used when contacting the Library of Michigan by telephone or electronic mail. The Directory will be updated periodically and sent to depository libraries.

PROCEDURES FOR MICHIGAN DOCUMENT DEPOSITORY LIBRARIES

The Michigan Document Depository Library Network is designed to make Michigan government publications readily accessible to all citizens of Michigan. This is accomplished by the regular distribution of Michigan documents from the Library of Michigan to designated document depository libraries and publication of the Library of Michigan's checklist, *Michigan Documents*. This procedure is mandated by Michigan Public Act 540 of 1982.

Libraries which are designated depository libraries are expected to:

1. Receive, house, and service Michigan documents.
2. Provide convenient public access to documents.
3. Implement loan and interlibrary loan procedures to ensure availability of documents.
4. Promote the examination and use of Michigan documents.

To achieve these ends, the following procedures have been established:

I. **Document Access and Organization**

All Michigan Document depository libraries will be open to the public for the free use of depository publications. Each depository library shall organize its collection of Michigan documents to ensure identification, access and service to state publications. A separate Michigan Documents Collection is recommended but not required. Depository libraries are not required to use any specific arrangement or system of classification for state documents. However, the document classification system used by the Library of Michigan may serve as a useful model. The Library of Michigan checklist of state publications, *Michigan Documents*, may be used as a reference and access tool.

PA 540 of 1982 mandates that the Library of Michigan is to prepare and issue quarterly, a complete list of public documents deposited during the immediately preceding quarter. The lists shall be cumulated and printed at the end of each calendar year. The Library publishes *Michigan Documents* checklist in order to fulfill this legal requirement.

II. **Document Acquisition and Retention**

Each Michigan document depository library will retain all depository documents, with the exception of duplicates, superseded titles and ephemera, for at least five years. Ephemeral items are identified on the shipping list included in each package of Michigan documents received by a depository library. Four Michigan research libraries, University of Michigan, Wayne State University, Detroit Public Library, and Michigan State University, are designated as permanent Michigan documents libraries and will retain

all depository documents with the exception of duplicates, ephemera or superseded titles. Permanent depository libraries will receive two copies of a document when sufficient copies are available. The Library of Michigan will permanently retain all Michigan documents in the Official Collection. All copies of various printings may not be kept in the Circulating Collection. Those documents available for purchase but not distribution will be listed on the shipping list with order information.

III. **Documents Disposal**

Duplicates or ephemeral publications may be disposed of upon receipt. Libraries should consider one of the following means of transfer prior to discarding:

a) offer to other libraries;

b) offer to private citizens;

c) donate as paper to recyclers or paper drives, or

d) sell, either as secondhand book or waste paper.

Depository libraries are not required to develop a disposal list or to seek approval for disposal from the Library of Michigan for items retained for five years or for duplicates, ephemeral, or superseded titles. Depository libraries are encouraged to offer long runs of serials and outstanding titles prior to disposal.

IV. **Document Loan**

Depository libraries will establish circulation and interlibrary loan policies which will ensure wide access to state documents and yet are consistent with their procedures for other materials. Cooperative library headquarters have a particular responsibility to make documents available on loan to member libraries.

V. **Document Promotion**

Depository libraries are expected to promote the use of state documents by using them to respond to reference queries and issuing reading lists of important documents in high interest areas. Efforts should be made to increase the visibility of the depository materials by including them in publications and announcements which promote the depository library and its other resources.

VI. **Staff**

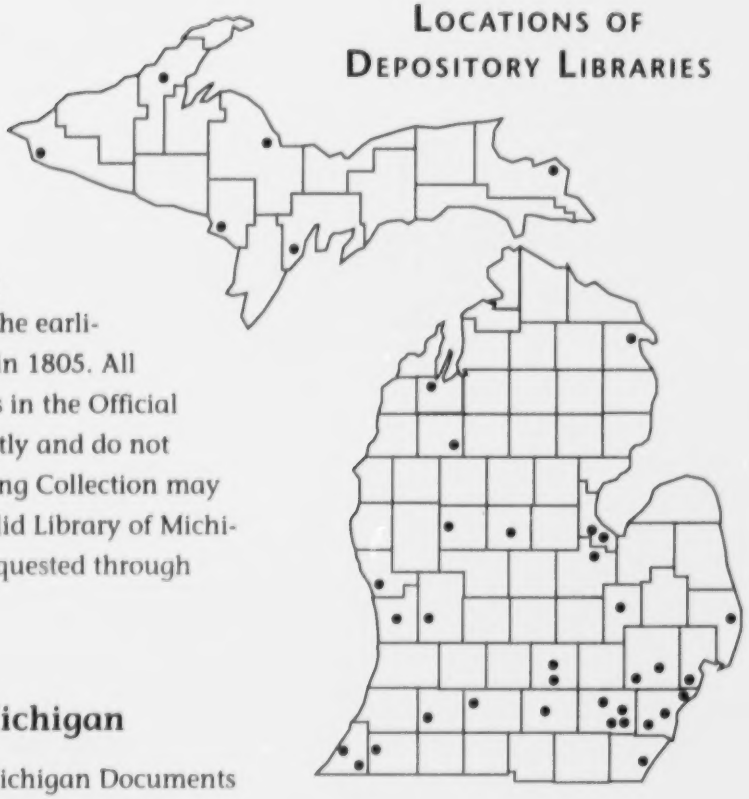
One person on the staff of each depository library will be designated as the contact person for Michigan document reference and correspondence.

PROFILE OF DEPOSITORY LIBRARIES

Repository

The Library of Michigan is the repository for state agency publications and therefore maintains an Official Collection and a Circulating Collection. The Official Collection dates back to pre-statehood with the earliest recorded document published in 1805. All editions, updates and transmittals in the Official Collection are retained permanently and do not circulate. Items from the Circulating Collection may be borrowed by anyone with a valid Library of Michigan circulation card or may be requested through interlibrary loan.

LOCATIONS OF DEPOSITORY LIBRARIES



Depositories located in Michigan

Libraries participating in the Michigan Documents Depository Library Program follow the guidelines established by the Library of Michigan which require program participants to make Michigan government publications readily accessible to the citizens of the state. This is accomplished by processing and maintaining a collection of these materials and making them available to the public at no charge. Libraries also agree to lend these publications to other libraries through interlibrary loan.

Depository libraries are designated by the State Librarian. Presently, 48 depository library designations are authorized for the Program, and all designations are filled. Those 48 are comprised of 18 public libraries, 16 academic institutions, three of which are community colleges, 7 county and 5 cooperative libraries. The network also includes one law library and the Upper Peninsula Branch of the Library of Michigan. A directory of these state documents depositories may be found in Appendix B. The listing is updated annually in the *Directory of Michigan Libraries*, published by the Library of Michigan. The map of the state of Michigan on this page depicts the geographic distribution of the depository libraries throughtout the state.

The depositories are divided into two categories: regular and major research libraries. Regular depository libraries may discard duplicates, superseded titles and any titles defined as ephemeral by the Library of Michigan. (See "Retention and Weeding Policies" section.) All other items must be retained by regular depository libraries for five years from the date of receipt.

The four majof research libraries, Detroit Public Library, the University of Michigan Graduate Library, Michigan State University Libraries and Wayne State University's Purdy Library, are designated as permanent libraries and, as such, are required to permanently retain all items. Permanent libraries may also discard any duplicates, superseded titles and ephemeral material upon receipt.

Depositories Outside of Michigan—Past and Present

The exchange of documents with other states and countries has undergone many changes over the last century and a half. In the past, the Library of Michigan honored exchange arrangements with nearly all of the states, and with national libraries in France and Great Britain. Currently state documents are exchanged with the state libraries in California, Illinois and Ohio. The State Historical Society of Wisconsin is another out-of-state agency that receives Michigan documents.

The Library of Congress is one of the oldest depositories for Michigan government publications. The Library of Congress is sent the fifth copy of any title received for depository distribution at the Library of Michigan.

The University of California at Berkeley and the University of Toledo (Ohio) are the only two out-of-state academic institutions which serve as depositories for Michigan documents. The final depository is located at the National Diet Library in Tokyo. The National Diet Library is the equivalent of the Library of Congress in Japan.

For many years, the Center for Research Libraries (CRL) in Chicago was the depository for state publications from all of the fifty states. In June 1990, CRL notified state documents distribution sources that it would no longer be able to serve in that capacity. Retrospective materials are still held by CRL and are available for interlibrary loan.

DISTRIBUTION TO DEPOSITORY LIBRARIES

Procedure at the Library of Michigan

Most state agencies voluntarily cooperate with the requirement to forward 75 copies of their publications to the Library of Michigan for depository distribution. Other agencies must be made aware of the law or reminded of the requirement. Library of Michigan staff call or write agencies whose publications are not routinely submitted for the depository library program. These calls or letters are usually the result of the Library staff learning about a new title through newspaper articles, patron or library requests or agency newsletters. Depository libraries are encouraged to assist the Library of Michigan in its collection development efforts by alerting Public Services staff of titles which have not been added to the depository system. These notices may be phoned or telefaxed to the Library of Michigan. (See the "Library of Michigan Depository Library Services Directory.")

When multiple copies of state agency publications arrive at the Library of Michigan, four copies are designated for the Library's collections (first copy: Official Collection; second and third copy: Circulating Collection; fourth copy: Upper Peninsula Branch). These copies are cataloged, classified and added to the designated location. The Periodicals and Processing section staff develop a Shipping List, reflecting the title, classification number, issuing department/agency; and number of copies available for distribution. When an appropriate number of titles are accumulated, envelopes for all of the depository libraries are filled, following the priority distribution as listed on page 11 in the "Order of Distribution of Depository Documents." The Shipping List is enclosed in the envelope, labels are affixed, and the envelopes are sealed and posted. If enough copies of a title have arrived for full distribution, three copies are held to repond to claims.

Depository Publications

In general, any publication printed in multiple copies by an agency which is intended for distribution beyond the issuing agency is considered to be covered by the depository requirement. That would include annual reports, general information publications (monographs), statistical publications, bibliographies, maps, posters, periodicals, and manuals. Where applicable, transmittals and supplements are also included in the program. Although less frequently prepared for public distribution, commission reports, weekly summaries and conference papers may also be supplied for the depository program. If published, legislative committee reports and committee hearings are eligible for depository distribution.

Some titles are required by law to be distributed free to specific types of users. Distribution of bylaw material is handled by the Michigan Department of Management and Budget (DMB). Through this arrangement, the Library of Michigan receives a set number of copies to add to its collections and to send to depository libraries. After bylaw distribution has been made, DMB is

required to sell all remaining copies and cannot supply additional depository copies. The *Michigan Manual* is an example of this type of publication.

Non-Depository Publications

Not all documents created by state agencies are made available for distribution through the Michigan Documents Depository Library Program. The following are specific types of materials which are considered non-depository.

Some press releases, periodicals for state agency staff, published proceedings and minutes are acquired and housed at the Library of Michigan. These may be borrowed through interlibrary loan.

About 100 audit reports are printed each year for wide distribution to citizens. In 1986, several depository libraries indicated a desire to have these materials deleted from the program. As a result, copies of the audit reports were reduced to the number of copies sufficient for the Library of Michigan collections. These reports appear in the *Michigan Documents* checklist. Libraries may contact the Auditor General directly to obtain copies of the reports they deem useful for their clientele or interloan them from the Library of Michigan.

Agencies will often compile those laws which pertain to the functions of that agency or which impact on the agency's clientele. Costs for printing text from the *Michigan Compiled Laws* are required to be recovered by the issuing agency. The *Michigan Public Health Code* is an example of this type of publication. Compilations are sold by the Publications Office of the Michigan Department of Management and Budget. The "Publications Price List" appears as Appendix G in this Manual.

Library of Michigan Policy for Partial Distribution

As mentioned above, the first four copies of a title are placed in the Library of Michigan collections. The remaining copies are distributed on a priority basis to the depository libraries until the supply is exhausted. The "Order of Distribution of Depository Documents" is listed at the end of this section. The Library of Michigan is not authorized to purchase or photocopy/reproduce publications to fill-in inadequate supplies for distribution.

The Depository Program relies upon state agencies to comply with the legal mandates of PA 540 1982 to send 75 copies of public documents for depository distribution. Most agencies make every effort to comply with this requirement. Some even send more than 75 copies; others are unable to comply and send what they can. Hard bound, multi-colored titles are examples of items which are expensive to produce and, therefore, are printed and distributed in very limited quantities. If an agency fails to include the Library of Michigan in its initial distribution, when follow-up is done to acquire the necessary copies, the agency's supply might be depleted, yielding only a few copies to share between the Library of Michigan collections and the depository libraries.

Free distribution of some titles may be limited because they are sold by the issuing agency. *Michigan Natural Resources Magazine* is an example of a title for which the issuing agency is re-

quired to recover printing costs. Therefore, the Department of Natural Resources makes limited quantities of this title available for the depository program.

Duplicate Copies of Publications

Sometimes a library may receive multiple copies of a publication. There are three reasons why this may occur. First, copies in excess of those required for distribution or retained as claims copies are sent to depository libraries. Excess copies are sent as they are received, following the priority distribution. Remaining claims copies are sent at the end of the claims period (90 days). In either case, a note appears on the Shipping List to explain duplicate distribution.

Second, the publication could have been sent under "bylaw" mailing. Bylaw distribution is conducted by the Warehouse Services Section of DMB. Examples of bylaw publications would be the *House and Senate Journals, Public and Local Acts, Administrative Code,* and the *Michigan Manual.* Chapter 24, Printing and State Documents, *Michigan Compiled Laws,* states that all public libraries should receive copies of these titles. A public library and a county library could get one copy through this source. State supported colleges and universities are listed to receive copies of the *House and Senate Journals.* Furthermore, the law specifically states that some titles such as the *Public and Local Acts* should be sent to the "state library" for depository distribution and for exchanges with other states. In this case a library could receive a copy of any of these titles from Warehouse Services and receive an additional copy in the regular depository shipments.

Third, some executive agencies choose to distribute certain publications directly to all libraries. Those agencies might also send copies to the Library of Michigan for the Michigan Documents Depository Library Program. In that case, a depository library could easily get more than one copy. Income tax forms issued by the Michigan Treasury Department are handled in this manner.

Non-Governmental Publications

State agencies will occasionally contact the Library of Michigan and request that a commercially published title be sent to depository libraries. Usually these publications relate in some way to state government activities and are frequently high quality materials. For those reasons, it is practical to include them in the depository shipments. *Red Tape,* the newsletter of the Government Documents Round Table of Michigan, is also sent to state documents depositories in their shipments. A note on the Shipping List brings these titles to the attention of depository librarians and indicates that the material may be kept or tossed.

Publications in Electronic Format

In the future, the Library of Michigan will investigate opportunities to make greater use of its affiliate membership with MichNet. Through its Internet linkage, the Library may be able to offer depository libraries electronic information generated by state agencies. Information about access to electronic resources will continue to be shared with depository libraries.

ORDER OF DISTRIBUTION OF DEPOSITORY DOCUMENTS

Library of Michigan Collections

1. Official Collection
2. Circulating Collection
3. Circulating Collection
4. Library of Michigan Upper Peninsula Branch

Depository Libraries

1. Library of Congress
2. University of Michigan, Hatcher Graduate Library
3. Michigan State University Libraries
4. Detroit Public Library (see also no. 55)
5. Western Michigan University, Dwight B. Waldo Library
6. Northern Michigan University, Lydia M. Olson Library
7. Eastern Michigan University, Center of Education Resources
8. Central Michigan University, Charles V. Park Library
9. University of Michigan, Law Library
10. The Library Network (formerly WOLF)
11. University of Detroit Mercy
12. Oakland University, Kresge Library
13. Michigan Technological University, Van Pelt Library
14. Oakland Community College, Orchard Ridge Campus
15. Northwestern Michigan College, M & H Osterlin Library
16. Grand Rapids Public Library
17. Macomb County Library
18. Flint Public Library
19. Saginaw Public Libraries/Hoyt Public Library
20. Monroe County Library System
21. Kalamazoo Public Library
22. Capital Library Cooperative
23. Ann Arbor Public Library
24. Cadillac-Wexford Public Library
25. St. Clair County Library

20

26. Veterans Memorial Library
27. Northland Library Cooperative
28. Mid-Peninsula Library Cooperative
29. Superiorland Library Cooperative
30. Bayliss Public Library
31. Grand Valley State University, Zumberge Library
32. Ferris State University, A.S. Timme Library
33. Saginaw Valley State University, M.J. Zahnow Library
34. California State Library
35. Illinois State Library
36. State Library of Ohio
37. Indiana State Library
38. State Historical Society of Wisconsin
39. University of Toledo (Ohio)
40. University of California, Berkeley
41. Southwestern Michigan College, F.L. Mathews Library
42. Warren Public Library
43. Lansing Public Library
44. Bay County Library System, Bay City Branch Library
45. Muskegon County Library Headquarters
46. Henry Ford Centennial Library
47. Oakland County Research Library
48. Willard Public Library
49. Royal Oak Public Library
50. Hackley Public Library
51. Jackson District Library
52. Benton Harbor Public Library
53. Niles Community Library
54. Ironwood Carnegie Library
55. Detroit Public Library (second copy)
56. National Diet Library, Tokyo, Japan

LEGISLATIVE DISTRIBUTION SYSTEM

The Legislative Distribution System was established by the Michigan State Library in a spirit of cooperation with the participating libraries. Distribution of legislative materials to depository libraries is not mandated by the depository sections of the Library of Michigan enabling legislation, but is undertaken to assist those libraries in the system in fulfilling their missions. Four libraries are designated for this program: the Detroit Public Library, University of Detroit Mercy School of Law Library, the University of Michigan Law Library and Wayne State University Arthur Neef Law Library. There are no openings in this depository system. Directory information for the legislative depository libraries appears in Appendix B .

Procedure at the Library of Michigan

The Legislative Document Room maintains a box labeled for the Library of Michigan. House and Senate Bills, House and Senate Enrolled Bills, House and Senate Bill Analyses, Daily and Final Status of Bills, and House and Senate Journals are placed in the box by the Document Room staff. Each day the Library of Michigan's courier goes to the Legislative Document Room to retrieve the materials from the box.

These copies are then distributed between the Library of Michigan's Official and Circulating Michigan Documents Collections, the Law Library, and the participating depository libraries. Distribution and mailing functions are performed by the Periodicals and Processing section at the Library of Michigan.

Access for Other Libraries

Other libraries wishing to receive copies of current specific bills, enrolled bills, public acts, daily journals, calendars or bill analyses should contact the Legislative Document Room, North Capitol Annex, P.O. Box 30036, Lansing, MI 48909-7536, 517/373-0169. One copy of any requested item will be mailed free to the requester.

A subscription, i.e., a "rental box," may be established with the Legislative Document Room. Setting up a rental box requires the subscriber to make arrangements to pick up items placed in the box. The Legislative Document Room does not mail subscription titles to the subscriber.

GUIDELINES FOR MANAGING A MICHIGAN DOCUMENTS DEPOSITORY

TECHNICAL PROCESSING

Check-in Procedures

1. Receive and open large depository mailing envelope which contains the shipment of documents and the Shipping List.
2. Stamp Shipping List with today's date stamp.
3. Locate items on Shipping List by matching the title of the documents in the shipment and place a check mark beside each title on the Shipping List to denote receipt.
4. Record Michigan Documents Classification Number on the cover or on the title page. Each space in the call number, as its typed on the Shipping List, represents a line break and indicates where the call number should be split when printing it on the document. See the following Figure 1 for an example of what the call number looks like on the shipping list and how it should look on the document.

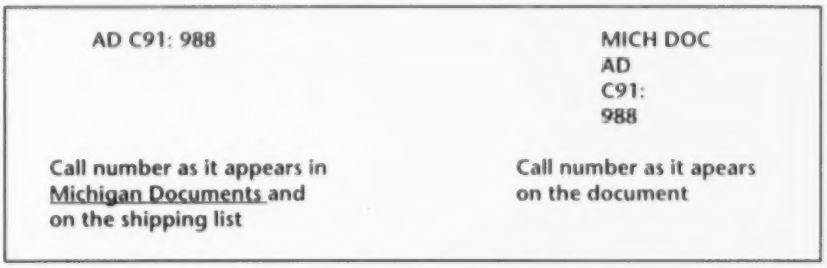

AD C91: 988
MICH DOC
AD
C91:
988
Call number as it appears in Michigan Documents and on the shipping list
Call number as it apears on the document

Figure 1. Michigan document call number.

5. Stamp each document with depository date stamp.
6. Security strip all documents which meet the depository library's regular tattle-taping procedure.
7. Loose-leaf publications should be secured with string or metal brackets or placed in binders.
8. Count the number of documents received by counting the number of check marks on the Shipping List. Record the number with other statistics.
9. Check in documents on record cards in shelflist file, enter in database or online catalog. Shelflist cards should include: call number, issuing agency, title, frequency, location, routing instructions, and binding information.
10. Make corrections as instructed on Shipping Lists. A Shipping List with a representative sample of notes appears in Appendix C.
11. Claim any missing item on Shipping List (refer to the following section on "Claims").
12. Retain Shipping Lists in chronological order for one year.

Shelving

Libraries may choose to use the Michigan Documents Classification Scheme to shelve some or all of the depository documents. To assist libraries in shelving by that classification system, an explanation of the Michigan Documents Classification Scheme appears in Appendix D of this manual, along with the Michigan Documents Filing Rules (Appendix E). However, libraries may also classify Michigan documents using the same scheme (Dewey, Library of Congress, etc.) as other library materials.

Binding

The binding of Michigan documents should follow the regular binding procedure of the library.

Cataloging

State documents selected for full cataloging should follow AACR2 guidelines. For selected materials, you will find Library of Michigan cataloging in OCLC with full MARC records, AACR2 cataloging and Library of Congress subject headings,

1. In the past, the Library of Michigan provided full cataloging for only the following departments:

CIW	Civil War Commission
CN	Natural Resources
E	Education
GV 44:	Milliken
45:	Blanchard
46:	Engler
HW	Highway/Transportation
LG L69:	Library of Michigan
PL	Planning Commission
ST	State

2. As of fall 1993, all new materials are fully cataloged, regardless of the department. Provisional records appear in ANSWER for materials received between 1990 and fall 1993 from departments other than those listed above. These provisional records include: title, corporate and/or personal author, place and date of publication, and Michigan documents classification number.

CLAIMS

Claiming, or requesting copies of publications not received, is an important part of the Michigan documents depository library responsibilities. While claiming is self-regulating, monitoring receipts and prompt claiming are necessary to keep titles up-to-date. Claiming is an activity which should be supervised by the Michigan documents librarian.

Shipping Lists (see Appendix C) serve as packing slips and are used for verification that items have been included in the shipment. The shipment should be opened as soon as it is received and items should be verified and checked-off on the Shipping List. By comparing the shipping list with the documents received, the depository library will be able to determine whether claims for non-receipt should be made.

If documents are identified as missing, titles must be claimed promptly through the Library of Michigan (depending upon the number of copies distributed) or requested from the issuing agency. All claims mailed to the Library of Michigan for non-receipt should be postmarked within 90 days (3 months) from receipt of the Shipping List. The Library of Michigan maintains a 3-day response time for claims. Letters to request items from the issuing agency should be sent immediately.

When to Claim

1. If a missing document was a "full distribution," meaning the Library of Michigan had sufficient copies of a document to distribute a copy to every depository, then the claim is sent to the Library of Michigan. This can be determined by viewing the shipping list; if no number is listed in the "number column" then it is a full distribution and claims can be sent to the Library of Michigan.
2. If a missing document was a "partial distribution," meaning the issuing agency provided the Library of Michigan with less then 75 copies, then a letter requesting a complimentary copy is sent directly to the issuing state agency. The addresses of the agencies can be found in the *Michigan Manual* (LG L514:9-yr.) or *State of Michigan Telephone Directory* (AD M266: 6T46-yr.). Letters should be forwarded promptly as state agencies retain limited copies of their publications.

Claiming from the Library of Michigan

1. After identifying a document as missing, duplicate the Shipping List and circle the missing item.
2. The Michigan documents librarian must sign and date the claim. Example A (on page 22) shows a Shipping List prepared for claiming.
3. Enclose a return address or mailing label and mail the claim to:

Library of Michigan
Periodicals and Processing Section
P.O. Box 30007
717 W. Allegan St.
Lansing, MI 48909

4. Claims may also be telefaxed to the Library of Michigan at 800/292-2431 or 517/373-3381.
5. You should receive a response from the Library of Michigan within two weeks of submitting your claim. If you do not, resubmit the claim or request the title from the issuing agency.
6. Claim copies are held at the Library of Michigan for 90 days. If you fail to claim a title within the 90-day period, request the title from the issuing agency.

Requesting a Title from a State Agency

1. Develop a letter to include the following information:
   a. Note indicating that your library is a Michigan documents depository library.
   b. Title of the document being requested.
   c. Return address/mailing label.
2. Make a photocopy of the letter and file it with Michigan documents material until the claim has been resolved. A sample letter follows as Example B on page 23.

EXAMPLE A

Library of Michigan
717 W. Allegan St.
P.O. Box 30007
Lansing, MI 48909

Michigan Documents•Depository Library
Shipping List
March 4, 1994

MAILING 630

Classification	Title	No.	Department
H C734.5:23W-991/3	Cases of Common Reportable Diseases 3rd wk.	*54	Public Health
H C734.5:23W-991/4	Cases of Common Reportable Diseases 4th wk.	*59	Public Health
ST 12S-990	Sum. of Fees Coll. & No. of Transactions 10/90-9/90		State
L 51/991/2	LaboRegister Jan./Feb. 1991		Labor
AG C948:11-991/15	For Imm. Release...91-15		Agriculture
H 4/53/3	The Circular vol. 53, no. 3		Public Health
HW M158:1-990-12	Mackinac Bridge Authority, Dec. 31, 1990		Transportation
T C697:3R-991/2	Revenue Administration Bulletin 1991-2		Treasury
AG C948:11-A28/13/2	Agriculture Across MI, vol. XII, no. 2	+11	Agriculture
HW M158:1-990/11	Mackinaw Bridge Authority, Nov. 30, 1990		Transportation
HW 18T86-991	Truck Operators Map 1991	*35	Transportation
E 6B66-991	Directory of MI Boarding Schools 1990-91		Education
SC A 239.19:12P/67-990/12	Assistance Payments Statistics Dec. 1990	*51	Social Services
CN F53:1/1981	Fisheries Research Report, no. 1981		Natural Resources
CN F53:1/1980	Fisheries Research Report, no. 1980		Natural Resources
SC 5A245-990	Adult Protective Services Act. #519, 1990	*7	Social Services
H M425:2H4343	Profiles in Health-State Profile, 1980-1988		Public Health
H M425:2H4342	Profiles in Health-Reference Data, 1980-1988		Public Health
T C697.19:51/52/10	Mo. Research and Statistical Bulletin, vol. 52, no. 10		Treasury
SC 1F75-990	Foster Care Case Management Report FY 1990	*11	Social Services
H C734.5:12W-991/6	Cases of Common Reportable Diseases 6th wk.		Public Health
H C734.5:12W-991/7	Cases of Common Reportable Diseases 7th wk.		Public Health
H 1C94-991	Prev. & Control of Chronic Disease-Program Pl., FY 1991	*20	Public Health

Number of Documents Issued - 23

* If you did not receive this document, request directly from issuing department.
+ Item numbered as vol. XII, should be vol. XIII.

Sandra Calemine
Signature

March 5, 1994
Date

EXAMPLE B ***STATE AGENCY REQUEST LETTER***

University Libraries

July 1, 1994

Department of Social Services
Grand Tower
235 S. Grand Avenue
P.O. Box 30037
Lansing, MI 48909

RE: Foster Care Case Management Report

To the Department of Social Services:

The University Libraries of the University of Detroit Mercy serve as a Michigan Documents Depository Library. The Library of Michigan, which administrates the depository program, has informed us that the above title was received from your agency in insufficient quantities for full depository distribution. If a complimentary copy is available, the University Libraries would appreciate receiving the above publication to keep our Michigan documents holdings complete.

Please send to : Sandra Calemme
Michigan Documents Librarian
McNichols Campus Library
University of Detroit Mercy
P.O. Box 19900
Detroit, MI 48219-0900

Thank you for your assistance,

Sandra Calemme

Sandra Calemme
Documents Librarian

RETENTION AND WEEDING POLICIES

Michigan documents depository libraries are required to retain depository materials for five years. The only exceptions to this retention requirement are duplicates, superseded titles, and ephemera. The requirements for the disposal of Michigan state documents received on deposit are specified in the "Procedures for Michigan Document Depository Libraries." The "Procedures" appear in the first chapter of this manual.

Ephemeral pamphlets, which are sent to depository libraries, include announcements of various state government activities, dated posters or announcements of publications. Ephemeral publications may be kept or tossed upon receipt.

Titles that are superseded may be withdrawn. Revised, reprinted or cumulated editions also fall into the superseded category. Each library must use its own discretion in deciding to retain or delete the earlier issuances or individual pieces.

Michigan document depository libraries have no control over the material they receive, and, therefore, may want to weed their collections on a regular basis in accordance with the requirements in the "Procedures." There are various reasons and purposes for weeding library collections. Space constraints may require constant collection management. A library interested only in current information may choose to discard all superseded material. Each librarian needs to determine the specific information needs of the patrons of the library. These needs should be reflected in the weeding practices of the library and should be articulated in the library's written acquisitions and weeding policies.

It is advisable that a Michigan depository library, or any library with a collection of Michigan documents, include a section covering Michigan material in its written acquisitions and weeding/disposal policies. This material requires special consideration beyond those necessary for resources in a library's general collections. Duplicating the section on the disposal of Michigan documents from the "Procedures for Michigan Document Depository Libraries" in your weeding policy will remind staff of the special nature of this material. A library might want to make disposal of state documents the responsibility of one particular staff position. This would require that all decisions be approved by the person responsible for this material.

When weeding state documents, library staff should consider if there is a more appropriate place in their own institution for the material. A title that is aging in a circulating collection might be appropriate in a local history collection. A pamphlet in a non-circulating reference collection might find new usefulness as a circulating item.

Consider whether the material would be easily accessible if someone were to request it after it was discarded. There are five permanent depository libraries in the state of Michigan: The Library of Michigan, Detroit Public Library, Michigan State University, the University of Michigan and Wayne State University. If your patrons have easy access to one of these collections, not having it

in your collection would not be a hardship. These collections are not geographically diverse, however, leaving many citizens of the state far removed from a permanent collection of Michigan material.

It is especially important that libraries far removed from one of the state's research institutions consider the availability of a given source through interlibrary loan before making a decision to dispose of the material. Also give consideration to the possibility that the title which is about to be removed may not circulate in libraries retaining it. Many libraries will not circulate legal resources and historical materials. If a neighboring institution tells you that they will provide interlibrary loan services, can you be sure this practice will continue?

Libraries discarding Michigan documents are strongly urged to consider offering the material to other libraries. This is especially true for long runs of a title, older material, substantial collections from one agency, and titles with enduring value. Libraries that are federal depositories could append lists of Michigan material to their disposal lists of United States documents. Libraries might consider circulating a list of discards throughout their Region of Cooperation.

Finally, when documents are weeded it would be advisable to keep a written record of the disposal of the material. This could take the form of an annotation on a shelflist card or the retirement of a computer record to a file of weeded material.

RESOURCES FOR EFFECTIVE PUBLIC SERVICES

MICHIGAN DOCUMENTS REFERENCE SOURCES

Users of Michigan documents have many ways to access the information contained in state document collections. A thorough knowledge of the various tools and methods available can help a librarian choose the right one for any particular situation. Sources exist that cover only Michigan materials, documents from all fifty states, historical material, and the most recent publications. What follows is a brief introduction to the sources most often available in Michigan Libraries.

Historical Material

In 1921 the Michigan Historical Commission published the *Michigan Bibliography: A Partial Catalogue of Books, Maps, Manuscripts and Miscellaneous Materials Relating to the Resources, Development and History of Michigan From Earliest Times to July 1, 1917: Together with Citation of Libraries in Which the Materials May be Consulted, and a Complete Analytic Index by Subject and Author* by Floyd Benjamin Streeter. This two volume set, commonly known as "Streeter," is the cornerstone of Michigan bibliography and contains many government publications. The subtitle says it all. Streeter is an important source for both identifying and locating historical Michigan material. A list of additional sources of historical Michigan material appears as Appendix F of this manual.

Michigan Documents

An index to Michigan government publications has been published by the Library of Michigan in some form since 1952. From 1952 until 1978 the index was published in paper. In 1978 the publication of *Michigan Documents* switched to microfiche. This form allowed for larger cumulations than were possible with paper publication. A set of nine fiche, published in 1983, contained previously uncataloged documents from the early 1800's through 1965. A supplement to this backfile consisting of three fiche was published in 1984. In October of 1991 the publication returned to paper with annual cumulations.

1. *Michigan Documents.* Lansing: Michigan State Library, July 1952 - December 1978. (numbers 1 through 109)
   (E G326.13: 52/nos.)

2. *Michigan Documents.* (Microfiche) Lansing: Michigan Department of Education, State Library Services. (numbers 109 through 157)
   (E G326.13: 52/nos.)
   (no number) 1966-1972 (10 fiche)
   (no number) 1973-1977 (10 fiche)
   (no number) 1978-1982 (11 fiche)
   (LG L69:58/nos.)
   (number 145) 1983-1987 (10 fiche)
   (number 149) 1988 (3 fiche)
   (number 153) 1989 (4 fiche)
   (number 155) January - September, 1990
   (number 156) October, 1990 - March, 1991
   (number 157) January - June 1991

3. *Michigan Documents Backlog.* (Microfiche) Lansing: Michigan Department of Education, State Library Services. [1983] (cumulative index of Michigan documents dated early 1800's to 1965.) (9 fiche)
(E G326.13: 52/B)

4. *Michigan Documents Backlog.* Supplement (Microfiche) Lansing: Library of Michigan. 1984. (3 fiche)
(LG L69: 58/B1)

5. *Michigan Documents.* Lansing: Library of Michigan, October 1991-. (vol. 1, no. 1-)
(LG L69:58/nos.)

ANSWER

A new resource, and one that is available to all libraries and library patrons with a computer and modem, is the online catalog of the Library of Michigan. The catalog is called ANSWER and is available, free of charge, by using an 800 number or via the Internet. The telnet address is <libofmich.lib.mi.us>. At the log in prompt type <answer> in lower case letters. Instructions on accessing the online catalog from a personal computer as well as a complete guide to connecting to ANSWER from the Internet may be requested from the Library of Michigan's Public Information Office by calling 517/373-4364.

The Library of Michigan catalog contains help screens to assist the user. In addition to searching the catalog by author, title, Library of Congress subject headings, and Michigan documents classification number, the user can search by keywords. This means that by searching a combination of terms such as "Deer and Michigan" a user will find all of the records where both these words appear. Questions concerning the online public catalog may be referred to Public Services staff.

All librarians should become familiar with using ANSWER, not only because it contains many of the bibliographic records for Michigan documents in the Library of Michigan's collections, but also because of the other citations it lists.

In 1987 the Library of Michigan received a grant from the Kellogg Foundation to retrospectively convert the cataloging records of the Michigan documents in its collections to machine readable form. By the end of the grant period in 1989, Library of Michigan had completely cataloged all the material from the following departments: (Michigan Documents class stem in parentheses)

Civil War Commission (CIW)
Natural Resources (CN)
Education (E)
Governor Milliken (GV 44)
Governor Blanchard (GV 45)
Governor Engler (GV 46)
Highways (and later) Transportation (HW)
Library of Michigan (LG L69)
Planning Commission (PL)
State (ST)

This retrospective conversion project included records for all of the documents of the subagencies and offices within these parent departments. For example, not only are the citations for State Department publications included in ANSWER, but also citations for those documents issued by the Bureau of History, the Bureau of Elections, and the Bureau of Driver and Vehicle Records. These records appear in ANSWER and in OCLC. Provisional records were added between 1990 and 1993 for material from all agencies not included in the retrospective conversion project. As of fall 1993, all new materials are fully cataloged, regardless of the issuing department.

General Sources

Monthly Checklist of State Publications

Since 1910, the Library of Congress has published the *Monthly Checklist of State Publications*. The *Checklist* is a comprehensive list of publications from all states. The user must realize, however, that only documents received by the Library of Congress are included in this publication. Michigan documents depository shipments to the Library of Congress are the predominate source for Michigan document listings in this publication. The Library of Congress also receives some state documents via mailing lists maintained by state agencies. While not complete, the *Checklist* is the best single source for identifying state publications. In the past a subject index existed only in the annual index. In 1987, a subject index was added to the monthly listing. An entry in the *Checklist* will often contain a Library of Congress card number which can help a library catalog a document for its collection. The presence of a Library of Congress card number means that the document has been included in the permanent collection of the Library of Congress. This would testify to the value of the document. The December issue of the *Checklist* contains entries for periodicals.

State Government Research Checklist

The Council of State Governments publishes a number of titles of interest to libraries building state document collections. Since 1947, the Council of State Governments has published the *State Government Research Checklist*. The *State Government Research Checklist* stresses legislative material, so fewer libraries will have this commercial publication than hold the *Monthly Checklist of State Publications*.

Public Affairs Information Service

The *Public Affairs Information Service (PAIS)* is a general index to periodical articles, books, publications of associations, and state, local, and federal governments.

Statistical Reference Index (SRI)

Congressional Information Service issues a number of publications that index statistical information. One of these is the *Statistical Reference Index (SRI)*. The Congressional Information Service reviews publications from associations, professional organizations, research institutions, commercial publishers, universities and state government agencies for inclusion in *SRI*. While Michigan state publications make up a very small percentage of the material indexed in this tool, it is a good way of finding the statistical data published by our state government. *SRI* is very strong for finding statistics on education, regulated businesses and financial institutions, employment, public assistance, crime and corrections, and agriculture. *SRI* is a very expensive index and can usually only be found in larger public and research libraries.

Often it can be very productive simply to search the documents stacks in order to find what is needed. Because most state documents collections are quite small, it often pays to browse through the areas of the collection likely to contain the needed information. Each library should have a copy of the Michigan Documents Classification Scheme on hand. (A copy may be found in Appendix D.) Using the classification scheme should help you find the offices and departments whose functions might result in publications in your area of interest. For example, the Gaming Commission is likely to report on revenues from charitable bingo and similar activities. Publications from the Department of Natural Resources are likely to contain statistics on hunting and fishing and laws covering these activities.

Conclusion

Every library will not have all of the sources listed here. A few will be in most libraries. Developing skills in finding elusive state publications is an important part of providing this information to patrons.

ACQUISITION OF MICHIGAN STATE DOCUMENTS

Libraries in Michigan are fortunate to be located in a state with a depository program. However, not all state publications are included in the program or distributed to all libraries. Libraries which are not depositories for state publications need to actively acquire the documents their patrons need. The ways a library can go about building a state documents collection are limited only by the imagination of its librarians.

First and foremost, it is important for libraries to include state publications in their collection development policies. Providing information for its patrons is a natural component of the mission of a library. Having access to the publications of one's state is a basic requirement of fulfilling this need.

Sources of Information

Keeping up with state news is a good way to become aware of important new documents. Newspaper articles and television and radio broadcasts often refer to government publications. However, these sources are notorious for not providing sufficient information for identifying the material referenced. A librarian must often search for this material.

A library that is not a depository for Michigan documents might want to make arrangements with a depository to receive copies of the depository shipping lists and select from these lists. The shipping list identifies the department from which the document originates but not the office. ANSWER, the Library of Michigan's online catalog, may provide more specific information. The Acquisitions section of the Library of Michigan will supply any library with copies of the *Michigan Documents* quarterly checklist.

PAIS

The *Public Affairs Information Service (PAIS)* is a commercially available tool which indexes state government documents as well as magazine articles, books, federal documents, and newspapers. When you look up Michigan in the *PAIS* , you are directed to subjects where Michigan has been used as a subheading. A brief sentence describing the contents of the document sometimes accompanies the citation. *PAIS* provides a list of addresses for the material included in each volume.

Monthly Checklist of State Publications

The *Monthly Checklist of State Publications,* issued by the Library of Congress, lists publications by state. The *Checklist* is available by subscription or through the Federal Depository Library Program. Any library with access to this monthly publication should review it regularly in order to identify material appropriate for its collection. State documents depository libraries will find that the *Checklist* includes fugitive state documents as well as publications of state colleges, universities, and regional associations.

The *Statistical Reference Index (SRI)* is one of several statistical indexes published by the Congressional Information Services, Inc. While most of the publications covered in this source are from associations, professional organizations and research institutions, *SRI* also includes a small percentage of titles issued by state government agencies. Although subscriptions provide subscribers with microfiche copies of all of the titles listed in *SRI*, specific items may also be purchased on-demand.

Sources of Material

When you are interested in acquiring a state document, the best source is usually the issuing agency. The *Michigan Manual* (LG L514:9-yrs), issued biennially, can be used to find addresses of state departments and agencies. The *State of Michigan Telephone Directory* (AD M266:6T46-yr) is updated annually and can also be used to contact the issuing agency. You might even contact the author of the document you are attempting to acquire. Often the agency will be willing to provide a free copy of the document requested.

Once contact is made with an agency, a library might want to be placed on the agency's mailing lists. It might even be possible to receive materials on a regular basis directly from the agency.

The Publications Office of the Michigan Department of Management and Budget sells many of the most important Michigan documents. For more information on the services of this office refer to the "Distribution to Depository Libraries" section in this manual. For a complete list of material available from the Publications Office, see Appendix G.

Get to know your state representative(s) and senator(s). Contact their offices in Lansing and request to be notified of any important publications issued by the Legislature or executive departments or agencies. They might just forward copies to you. If these officials have local offices, visit or write the staff there as well. Local offices of other state agencies may also prove to be a source for material. Use your telephone book. A friendly letter on a regular basis might be helpful in reminding an ever changing staff of your interest.

SUGGESTED CORE LIST OF MICHIGAN STATE DOCUMENTS

The government of the state of Michigan publishes a number of documents that are standard sources for any library in Michigan regardless of size or the information needs of its patrons. The following list contains some of the more important documents distributed through the Michigan depository program and/or available from various state agencies. Any library should consider them for inclusion in a collection of Michigan material.

The entries in this list contain the title and the Michigan documents call number.

Agriculture Across Michigan
AG C948:11A28/vol./no.

Annual Statistical Report. Michigan Insurance Bureau. (Michigan Department of Licensing and Regulation)
LR I59-yr

Annual Statistics (Michigan Department of Corrections)
CR 12-yr

Annual Work Force Report
CIS 1W92-yr

Assistance Payments Statistics
SC A238.19:12P/67-yr/mo.

Compensation Plan: Pay Regulations and Rates for Positions in the State Classified Service
CIS 9-yr

Comprehensive Annual Financial Report of the State of Michigan
AD A172:1F49-yr

Condition of Michigan Education
E R 432:1C74-992

Conditions in Postsecondary Education in Michigan
E H 63:2P85-yr

Constitution of the State of Michigan of 1963 (as amended)
LG L69: 2C75-yr

Directory of Michigan Libraries
LG L69:6-yr

Directory of Michigan Library Statistics (continues: Michigan Public Library Statistics)
LG L69:12P76-yr

Economic Report of the Governor
GvEx B927:1E17-yr

Executive Budget
GvEx B927:2E96-yr

Journal of the House of Representatives of the State of Michigan
LG 52-yr

Journal of the Senate of the State of Michigan
LG 52-yr

Michigan Administrative Code (1979 edition)
AD 5-979

Michigan Administrative Code-Annual Supplement
LG 5A-yr

Michigan Agricultural Statistics
AG 12-yr

Michigan Annual Air Quality Report
CN 1A29-yr

Michigan Boat Launching Directory
CN W333:6B-yr

Michigan Civil Service News
CIS 50/vol./no.

Michigan County Profiles
CM E19.19: 12C/yr-mo/no.

Michigan Documents
LG L69:58/vol./no.

Michigan Education Report
E 56-yr/no.

Michigan Energy Appraisal
CM E57:51-yr

Michigan Fall Secrets (title varies)
CM T727:2F195-yr

Michigan Harbors Guide
CN W333:2H25-yr

Michigan Health Statistics
H M266.9:yr

Michigan History Magazine
ST H673:51/vol./no.

Michigan HIV Report
H 61-yr/no.

Michigan Legislative Handbook and Directory
LG 9-yr

Michigan Legislative Telephone Directory
LG 6L-yr

Michigan Manual
LG L514:9-yrs (earlier ST 9-yrs and AD 9-yrs)

Michigan Natural Resources Magazine
CN 52/vol./no.

Michigan Occupation Information System
Microfiche/Computer Index
E V872:2O15/I39-yr
Structured Search Scan Sheets
E V872:2O15/S925-yr

Michigan Postsecondary Admissions & Financial Assistance
ED 63:9C69-yr

Michigan Register
LG L514:51-yr/mo.

Michigan State Courts Annual Report
SU A23:yr

Michigan State Courts Annual Report Statistical Supplement
SU A23:yr/suppl.

Michigan Summer Secrets (title varies)
CM T727:2S956-yr

Michigan Traffic Accident Facts
P 2T76-yr

Michigan Winter Travel Guide (title varies)
CM T727:2W786-yr

Michigan's Labor Market News
L E55:54/vol./no.

Occupational Wage Information in Michigan
L E55:12W13-yr

Official Transportation Map
HW 18-yr

Program Statistics
SC 12P96-yr

Property Taxes in Michigan: Rates, Revenue and Relief
T T23:2P96-yr (earlier T 1P96-yr)

Public and Local Acts of the Legislature of the State of Michigan
LG 5-yr

Research Reports. Legislative Service Bureau. Legislative Research Division.
LG L514:

State of Michigan Telephone Directory
AD M266:6T46-yr

State of the State Message
Gv #:2M5-yr

Uniform Crime Report for the State of Michigan
P 5E-yr

What Every Driver Must Know
ST 5D78-yr

APPENDICES

LIBRARY OF MICHIGAN ACT
Act 540 of 1982

AN ACT to create the library of Michigan; to create a board of trustees for the library; to establish the qualifications of the state librarian; to provide the powers and duties of the board of trustees, the legislative council, the director of the legislative service bureau, the state librarian, and certain state officials and agencies; and to repeal certain acts and parts of acts.

History: 1982, Act 540, Eff. Mar. 30, 1983. — Am. 1983, Act 114, Imd. Eff. July 12, 1983.

The People of the State of Michigan enact:

397.11 Short title.

Sec. 1. This act shall be known and may be cited as the "library of Michigan act".

History: 1982, Act 540, Eff. Mar. 30, 1983

397.12 Definitions.

Sec. 2. As used in this act:

(a) "Board means the board of trustees of the library created in section 4.

(b) "Council" means the legislative council established under section 15 of article IV of the state constitution of 1963.

(c) "Director" means the director of the legislative service bureau.

(d) "Library" means the library of Michigan.

History: 1982, Act 540, Eff. Mar. 30, 1983. — Am. 1983, Act 114, Imd. Eff. July 12, 1983

397.13 Library of Michigan; creation within legislative council

Sec. 3. The library of Michigan is created within the legislative council.

History: 1982, Act 540, Eff. Mar. 30, 1983. — Am. 1983, Act 114, Imd. Eff. July 12, 1983

397.14 Library board of trustees; creation; duties; meetings; membership; terms; rules election of chairperson and vice-chairperson; expenses; state librarian as secretary of board.

Sec. 4. (1) A board of trustees of the library is created within the legislative branch of state government. The board shall make budget recommendations to the council to be submitted to the house and senate appropriations committees as part of the total budget recommendations for the legislative council, and shall make recommendations to the council on the following matters:

(a) The services the library shall provide.

(b) The manner in which the services shall be provided.

(c) Other matters of general police concerning the library.

(2) The board shall meet not less than 3 times per year, including a meeting to be held in January of each year. The board shall meet also at the call of the chairperson of the board.

(3) The board shall consist of the following:

(a) Four legislators appointed by the council, 1 from the majority party and 1 from the minority party in each house.

(b) A representative of the Michigan library association to be appointed by the governor from a list of 3 persons nominated by the Michigan library association.

(c) Two members of the general public who represent users of the state library to be appointed by the governor.

(d) One member who is a librarian from a college or university library to be appointed by the governor.

(e) One member who is a librarian from a public or private K to 12 system to be appointed by the governor.

(f) Two members who are librarians from public libraries to be appointed by the governor.

(g) One member who is a librarian from a special library to be appointed by the governor.

(h) One member who is a librarian from a state agency library to be appointed by the governor.

(i) The chief justice of the supreme court or a designee of the supreme court.

(j) The director of the legislative service bureau.

(4) Members appointed to the board by the council shall hold office for a term of 2 years to coincide with the terms of office of state representatives. Members appointed to the board by the governor shall hold office for a term of 3 years except that of the members first appointed, 3 shall be appointed for 3 years, 3 for years, and 3 for 1 year.

(5) The board shall prescribe rules from its own procedure. Annually, the board shall elect from its membership a chairperson and vice-chairperson. Members shall serve without compensation but shall be entitled to reasonable and necessary expenses incurred in the discharge of their duties.

(6) The state librarian shall serve as secretary of the board.

History: 1982, Act 540, Eff. Mar. 30, 1983. — Am. 1983, Act 114, Imd. Eff. July 12, 1983. — Am. 1986, Act 98, Imd. Eff. May 14, 1986.

397.15 Appointment of state librarian.

Sec. 5. The council, in consultation with the board, shall appoint a state librarian who shall serve at the pleasure of the council.

History: 1982, Act 540, Eff. Mar. 30, 1983. — Am. 1983, Act 114, Imd. Eff. July 12, 1983.

Cited in other sections: Section 397.15 is cited in §397.172.

397.16 State librarian; duties; coordination of library activities; qualifications of state librarian and assistant state librarian.

Sec. 6. (1) The state librarian shall have care and charge of the library, the administrative functions of the library, and all budgeting functions of the library. The director and state librarian shall coordinate the activities of the library with the legislative council.

(2) The state librarian shall be a graduate with a master's degree in library science and shall have not less than 4 years' experience in library work in an administrative capacity. Each assistant state librarian shall be a graduate with a master's degree in library science.

History: 1982, Act 540, Eff. Mar. 30, 1983. — Am. 1983, Act 114, Imd. Eff. July 12, 1983.

397.17 Employment of assistants and other employees.

Sec. 7. The council, after consultation with the board, may permit the state librarian to employ other administrative and general assistants and employees as are necessary for the care and management of the library, including the law library branch of the library. Employment shall be offered first to those persons who are employed by the state library on March 30, 1983. No library employee shall convert for personal or partisan use, unrelated to library business, and supplies, services, facilities or staff provided by the state of Michigan. Nor may a library employee be required to work during paid or unpaid time to affect the result of an election.

History: 1982, Act 540, Eff. Mar. 30, 1983. — Am. 1983, Act 114, Imd. Eff. July 12, 1983.

397.18 Property of library.

Sec. 8. The library shall succeed to the furnishings, building space, records, files, books, documents, and all other property in the possession of the state library on the effective date of this act.

History: 1982, Act 540, Eff. Mar. 30, 1983.

397.19 Library as depository for public documents; exemptions.

Sec. 9. (1) The library shall serve as a depository for each public document issued by a state official, department, board, commission, or agency. Not less than 75 copies of each document or 1 copy in the proper format as determined by the state librarian which is not issued solely for the use of a state official, department, board, commission, or agency shall be furnished to the library. Additional copies of those documents shall be supplied upon the request of the state librarian.

(2) A publication of a school, college, division, or department of a state supported college or university is exempt from the depository requirements of subsection (1), except that 2 copies of each publication shall be deposited in the library.

(3) A publication of a state supported college or university press, directive for internal administration, an intraoffice or interoffice memorandum, a state form, or other correspondence is exempt from the depository requirements of subsection (1).

History: 1982, Act 540, Eff. Mar. 30, 1983. — Am. 1983.

397.20 Duties of library.

Sec. 10. (1) The library shall maintain a complete collection of the public documents deposited under section 9 as a permanent reference file. The library is charged primarily with providing reference services to the legislative branch of state government and, in addition, shall provide those services to the executive and judicial branches of state govern-

ment and the general public. The law library branch is charged primarily with providing reference services to the legislative, executive and judicial branches of state government.

(2) The library shall deposit copies of each public document deposited under section 9 in each designated depository library. The depository libraries shall be designated by the state librarian. The state librarian shall designate only those libraries which will keep the documents readily accessible for use and which will render assistance for the use of the documents without charge.

(3) The library also shall:

(a) Send 1 copy of each public document deposited under section 9 to the library of congress.

(b) Prepare and issue quarterly, a complete list of public documents deposited under section 9 during the immediately preceding quarter. The lists shall be cumulated and printed at the end of each calendar year. A copy shall be distributed by the library to state departments, legislators, and to public and college libraries within the state.

(c) Establish a document exchange system with agencies in other states to make available selected documents published by other states for use by the people of this state.

(d) Exchange the judicial decisions, statutes, journals, legislative and executive documents of this state, and other books placed in the care of the library for the purpose of exchange with the libraries of other states, the government of the United States, foreign countries, and societies and institutions.

(e) Sell or exchange duplicate volumes or sets of works not needed for use in the library and apply the proceeds to the purchase of other books for the library.

(f) Further, by all appropriate means, the development of effective, statewide school library services.

(g) Encourage contractual and cooperative arrangements between and among all kinds of libraries for the improvement of library services to the people of this state.

(h) Coordinate the library's library services with the library services of all kinds of libraries.

(i) Collect, preserve, and publish appropriate statistics on all kinds of libraries in the state.

(j) Conduct research and publish the results for the benefit of all kinds of libraries and the library services to the people of the state.

(k) Provide all services which the state library was authorized to provide immediately preceding the effective date of this act.

(l) Under the authority granted by law, promote and advance library science in this state.

History: 1982, Act 540, Eff. Mar. 30, 1983 — Am. 1983, Act 114, Imd. Eff. July 12, 1983

397.21 Annual report of state librarian.

Sec. 11. The state librarian shall report annually to the council and to the legislature on the operations of the library and on the progress made in automating the operations of the library.

History: 1982, Act 540, Eff. Mar. 30, 1983

397.22 Repeal of §§397.51 to 397.59, 397.1 to 397.8, and 16.409.

Sec. 12. The following acts or parts of acts are repealed:

(a) Act No. 28 of the Public Acts of 1895, being sections 397.51 to 397.59 of the Compiled Laws of 1970.

(b) Act No. 106 of the Public Acts of 1937, being sections 397.1 to 397.8 of the Compiled Laws of 1970.

(c) Section 309 of Act No. 380 of the Public Acts of 1965, being section 16.409 of the Compiled Laws of 1970.

History: 1982, Act 540, Eff. Mar. 30, 1983

397.23 Repealed. 1986, Act 98, Imd. Eff. May 14, 1986.

Compiler's note: the repealed section read: "Effective October 1, 1986, this acts is repealed."

397.24 Conditional effective date.

Sec. 14. This act shall not take effect unless Senate Bill No. 201 of the 81st Legislature is enacted into law.

History: 1982, Act 540, Eff. Mar. 30, 1983

Compiler's note: Senate Bill No. 201, referred to in this section, was approved by the Governor on January 17, 1983, and became P.A. 1982, No. 541, Eff. Mar. 30, 1983

MICHIGAN STATE DOCUMENTS DEPOSITORY LIBRARIES

ANN ARBOR PUBLIC LIBRARY
343 South Fifth Avenue
Ann Arbor, MI 48104-2293
Steven Jensen
313-994-2333
FAX: 313-994-4762

BAY COUNTY LIBRARY SYSTEM
Bay City Branch Library
708 Center Avenue
Bay City, MI 48708-5989
Mary McManman
517-893-9566
FAX: 517-893-9799

BAYLISS PUBLIC LIBRARY
541 Library Drive
Sault Ste. Marie, MI 49783
Patricia Ryan
906-632-9331
FAX: 906-635-0210

***BENTON HARBOR PUBLIC LIBRARY**
213 East Wall Street
Benton Harbor, MI 49022-4499
Doug Clore
Email: WN_Kirby@wmich.edu
616-926-6139
FAX: 616-926-1674

CADILLAC-WEXFORD COUNTY PUBLIC LIBRARY
411 South Lake Street
P. O. Box 700
Cadillac, MI 49601-0700
Marlene Ellsworth
616-775-6541
FAX: 616-775-1749

***CAPITAL LIBRARY COOPERATIVE**
706 Curtis
Mason, MI 48854
Kathleen Vera
517-676-2147
FAX: 517-676-9646

***CENTRAL MICHIGAN UNIVERSITY**
Charles V. Park Library
305 Park Library
Mount Pleasant, MI 48859
David B. Shirley
Email: 35ekvtb@cmuvm.csv.cmich.edu
517-774-3414
FAX: 517-774-4499

***DETROIT PUBLIC LIBRARY**
5201 Woodward Avenue
Detroit, MI 48202-4007
Cassandra Hartnett
Email: chartne@cms.cc.wayne.edu
313-833-1025
FAX: 313-833-1056

***EASTERN MICHIGAN UNIVERSITY LIBRARY**
Learning Resources and Technologies
University Library, Room 203
Ypsilanti, MI 48197
Walter Hogan
313-487-0169
FAX: 313-487-8861

FERRIS STATE UNIVERSITY LIBRARY
Abigail S. Timme Library
1201 South State
Big Rapids, MI 49307-2747
Raymond Dickinson
616-592-3730
FAX: 616-592-2662

***FLINT PUBLIC LIBRARY**
General Reference Department
1026 East Kearsley
Flint, MI 48502-1994
Carolyn Price
810-232-7111
FAX: 810-767-6740

***GRAND RAPIDS PUBLIC LIBRARY**
60 Library Plaza, N.E.
Grand Rapids, MI 49503-3094
Richard Vettese
616-456-3600
FAX: 616-456-3602

***GRAND VALLEY STATE UNIVERSITY**
James H. Zumberge Library
1 Campus Drive
Allendale, MI 49401
Email: rangerK@gvsu.edu
Kim Ranger
616-895-3500
FAX: 616-895-3504

***HACKLEY PUBLIC LIBRARY**
316 West Webster Avenue
Muskegon, MI 49440-1281
Marilyn Ryan
616-722-7276
FAX: 616-728-5567

HENRY FORD CENTENNIAL LIBRARY
16301 Michigan Avenue
Dearborn, MI 48126-2792
Diana Brown
313-943-2330
FAX: 313-943-2853

IRONWOOD CARNEGIE LIBRARY
235 East Aurora
Ironwood, MI 49938-2178
JoAnn Fleming
906-932-0203
FAX: 906-932-2447

***JACKSON DISTRICT LIBRARY**
244 West Michigan Avenue
Jackson, MI 49201-2275
Nancy Buckland
517-788-4087
FAX: 517-782-8635

***KALAMAZOO PUBLIC LIBRARY**
315 South Rose Street
Kalamazoo, MI 49007-5270
Lelane Hardie
Email: joni@kpl.gov
616-342-9837
FAX: 616-342-0414

LANSING PUBLIC LIBRARY
Documents
401 South Capitol Avenue
Lansing, MI 48933-2037
Mary Dean
517-374-4600
FAX: 517-374-4334

THE LIBRARY NETWORK (formerly WOLF)
Interlibrary Loan Department
33030 Van Born Road
Wayne, MI 48184
Anne Neville
313-326-8910
FAX: 313-326-3035

LIBRARY OF MICHIGAN (REPOSITORY)
717 West Allegan Street
P. O. Box 30007
Lansing, MI 48909
FAX: 517-373-3381
Carole Callard
Email: cccallar@libofmich.lib.mi.us
517-373-1300
Kate Tanner-Kilgus
Email: mktanner@libofmich.lib.mi.us
517-373-5886
F. Anne Diamond
Email: fadiamon@libofmich.lib.mi.us
517-373-1307

LIBRARY OF MICHIGAN
UPPER PENINSULA BRANCH LIBRARY
413 Ludington
Escanaba, MI 49829
David Curtis
906-786-5602
FAX: 906-786-8284

***MACOMB COUNTY LIBRARY**
16480 Hall Road
Clinton Township, MI 48038-1140
Beverlee Babcock
810-286-6660, Ext. 70
FAX: 810-228-8530

***MICHIGAN STATE UNIVERSITY LIBRARIES**
Main Library, Gov. Documents
East Lansing, MI 48824-1048
Debbie Schaubman, Interim
Email: 20676gtd@msu.edu
517-353-8707
FAX: 517-336-1445

***MICHIGAN TECHNOLOGICAL UNIVERSITY**
J. Robert Van Pelt Library
1400 Townsend Drive
Houghton, MI 49931-1295
Therese Spence
Email: tspence@mtu.edu
906-487-2506
FAX: 906-487-2357

MID-PENINSULA LIBRARY COOPERATIVE
424 Stephenson Avenue
Iron Mountain, MI 49801
Gary Silver
906-774-3005
FAX: 906-774-3074

***MONROE COUNTY LIBRARY SYSTEM**
3700 South Custer Road
Monroe, MI 48161-9732
Carl Katafiasz
313-241-5277, Ext. 17
FAX: 313-242-9037

MUSKEGON COUNTY LIBRARY
635 Ottawa Street
Muskegon, MI 49442-1094
Karla Bates
616-724-6248
FAX: 616-724-6675

NILES COMMUNITY LIBRARY
620 East Main Street
Niles, MI 49120
Anne Frese
616-683-8545
FAX: 616-683-0075

***NORTHERN MICHIGAN UNIVERSITY**
Lydia M. Olson Library
Elizabeth L. Harden Drive
Marquette, MI 49855
Darlene Pierce
Email: dpierce@nmu.edu
906-227-2112
FAX: 906-227-1333

NORTHLAND LIBRARY COOPERATIVE
316 East Chisholm Street
Alpena, MI 49707
Christine Johnson
Email: nlcref@northland.lib.mi.us
517-356-1622
FAX: 517-354-3939

***NORTHWESTERN MICHIGAN COLLEGE**
Mark and Helen Osterlin Library
1701 East Front Street
Traverse City, MI 49684-3061
Ann Swaney
Email: aswaney@nmc.edu
616-922-1060
FAX: 616-922-1056

***OAKLAND COMMUNITY COLLEGE**
King Library
27055 Orchard Lake Road
Farmington Hills, MI 48334
Arthur Hietala
810-471-7736
FAX: 810-471-7739

***OAKLAND COUNTY LIBRARY**
Oakland County Research Library
1200 North Telegraph
Pontiac, MI 48341-0453
Betty Ramey
810-858-0738
FAX: 810-858-1080

***OAKLAND UNIVERSITY**
Reference Department
Rochester, MI 48309-4401
William Cramer
Email: wcramer@vela.acs.oakland.edu
810-370-2476/2490
FAX: 810-370-2458

***ROYAL OAK PUBLIC LIBRARY**
Reference Department
222 East Eleven Mile Road
P. O. Box 494
Royal Oak, MI 48068-0494
Grace Brainin
810-541-1470
FAX: 810-545-6220

***SAGINAW PUBLIC LIBRARY**
505 Janes Avenue
Saginaw, MI 48607-1285
Anna Mae Maday

517-755-0904, Ext. 12
FAX: 517-755-1125

SAGINAW VALLEY STATE UNIVERSITY
Zahnow Library
7400 Bay Road
University Center, MI 48710
Anita Dey
Email: adey@tardis.svsu.edu
517-790-4240
FAX: 517-790-4383

***SOUTHWESTERN MICHIGAN COLLEGE**
Fred L. Mathews Library
58900 Cherry Grove Road
Dowagiac, MI 49047-9793
Sharon Tafunai
Email: WN_TAFUNAI@wmich.edu
616-782-5113, Ext. 205
FAX: 616-782-9275

***ST. CLAIR COUNTY LIBRARY**
210 McMorran Boulevard
Port Huron, MI 48060-4098
Katherine Thomson
810-987-7323
FAX: 810-987-7327

SUPERIORLAND LIBRARY COOPERATIVE
1615 Presque Isle Avenue
Marquette, MI 49855
Jon Elzinga
906-228-7697
FAX: 906-228-5627

***UNIVERSITY OF DETROIT MERCY**
McNichols Campus Library-Reference
4001 West McNichols Road
P. O. Box 19900
Detroit, MI 48219-3599
Lois Ashley
313-993-1071
FAX: 313-993-1780

***UNIVERSITY OF MICHIGAN**
312 Hatcher Graduate Library
Ann Arbor, MI 48109-1205
Grace York
Email: Grace.York@um.cc.umich.edu
313-764-0410
FAX: 313-764-0259

***UNIVERSITY OF MICHIGAN**
School of Law Library
Legal Research Building
801 Monroe Street
Ann Arbor, MI 48109-1210
Linda Kawaguchi
Email: linda.kawaguchi@um.cc.umich.edu
313-764-9324
FAX: 313-936-3884

VETERANS MEMORIAL LIBRARY
301 South University Avenue
Mount Pleasant, MI 48858-2597
Alice Jenicke
517-773-3242
FAX: 517-772-3280

***WARREN PUBLIC LIBRARY**
Arthur J. Miller Branch Library
4700 East Thirteen Mile Road
Warren, MI 48092
Joanna Rademacher
810-751-5377
FAX: 810-751-5902

***WAYNE STATE UNIVERSITY**
Purdy/Kresge Library
5265 Cass
Detroit, MI 48202
Sally Lawler
Email: slawler@cms.cc.wayne.edu
313-577-1603
FAX: 313-577-5525

***WESTERN MICHIGAN UNIVERSITY**
Dwight B. Waldo Library
Government Documents and Maps
Kalamazoo, MI 49008
Michael McDonnell
Email: mcdonnell@gw.wmich.edu
616-387-5208
FAX: 616-387-5124

WILLARD PUBLIC LIBRARY
7 West Van Buren Street
Battle Creek, MI 49017-3009
Helen Jo Emerson
616-968-8166
FAX: 616-968-3284

*Federal documents depository library also.

Updates to this list will be published annually in the *Directory of Michigan Libraries*.

Legislative Distribution Libraries

DETROIT PUBLIC LIBRARY
Documents Department
5201 Woodward Avenue
Detroit, MI 48202-4093
Cassandra J. Hartnett
chartne@cms.cc.wayne.edu
313-833-1409

UNIVERSITY OF MICHIGAN
School of Law Library
Legal Research Building
301 Monroe Street
Ann Arbor, MI 48109-1210
Linda Kawaguchi
linda.kawaguchi@um.cc.umich.edu
313-764-9324

UNIVERSITY OF DETROIT MERCY
School of Law Library
651 E. Jefferson Avenue
Detroit, MI 48226-4386
Gene Moy
313-596-0241

WAYNE STATE UNIVERSITY
Arthur Neef Law Library
468 West Ferry Mall
Detroit, MI 48202-3698
Georgia A. Clark
gclark@cms.cc.wayne.edu
313-577-6182

Appendix C

Library of Michigan
717 W. Allegan St.
P.O. Box 30007
Lansing, MI 48909

Michigan Documents•Depository Library Shipping List

March 4, 1994

MAILING 687

Classification	Title	No.	Department
AD I61.2...993	MI Office of Services to the Aging, Annual Report, 1993		Aging
AD L88:1B-993	MI Bureau of State Lottery, Annual Report, 1993		Mgmt. & Budget
AD W87:2M53:993	Michigan Women's Commission		Mgmt. & Budget
AG C948:11-994/10	For Immediate Release, PR-94-10		Agriculture
AG C948:11-994/11	For Immediate Release, PR-94-11		Agriculture
AG C948:11-994/12	For Immediate Release, PR-94-12		Agriculture
AG C948:11A28/15/1	Agriculture Across Michigan, v.15, no.1, 1993		Agriculture
CN 52/63/5	MI Natural Resources Magazine, v.63, no.5, Nov./Dec. 1993	25**	Natural Resources
CN G192:1/3185	1992 Michigan Fall Turkey Hunter Survey Results		Natural Resources
GN G192:1/3193	1992 Michigan Squirrel Hunter Opinion Survey	58*	Natural Resources
GN G192:1/3194	Hunting Results Spring Wild Turkey, 1993	58*	Natural Resources
GN G192:1/3202	Hunting Results, Michigan Small Game Seasons, 1991	57*	Natural Resources
E V872.19:51A2	Ability Counts: a MI Rehabilitation Services Newsletter, 1993		Education
GV 46:2M5-994	State of the State Address, Jan. 1994	9*	Executive Office
H C39:2R59:992	Health Risk Behavior, 1992		Public Health
HM 266.9:1991	MI Health Statistics, 1991	20**	Public Health
LG H842:2P76-994	Property Tax Relief and Other State Tax Credit...1993		Legislature
LG L514:2C58-990	Citizen's Guide to State Government, 1990		Legislature
LG L514:51-993/12	Michigan Register, Dec. 1993		Legislature
	Red Tape, Issue 59, Dec. 1993	+	
SC 1F75-993	Foster Care Case Management Report, 1993	12*	Social Services
SC A238.19:12P/67-993/12	Assistance Payments Statistics, Dec. 1993		Social Services
SC R34:51/994-35	Better Homes and Centers, Winter 1994		Social Services
ST E38:3-994/1	Campaign Finance Report, Jan. 1994		State
ST H673:51/78/2	Michigan History Magazine, v.78, no.2, Mar./April 1994		State
SU A23:992	MI State Court Annual Report, 1992	14**	Supreme Court
T C697:3R-993/14	Credit or Refund of Overpayment of Taxes or Credits in Excess...		Treasury
T C697:3R-993/15	Statute of Limitations to Collect an Assessment...		Treasury
T C697:3R-994/1	Challenge of Assessment, Decision or Order Limited by Statute		Treasury
T C697:3R-994/2	Private Printed Tax Returns Requirements and Permissible Uses		Treasury

+ Distributed only to depository libraries in Michigan. Not a Michigan document, keep or toss.

* If you did not receive this document, request directly from issuing department.
** These titles were distributed on previous mailing lists. These are duplicates which you may keep or toss.

Number of Documents Issued - 29

Library of Michigan

Michigan Documents Classification Scheme

Revised January 27, 1988

Definitions

Document

Any publication issued at government expense by a Michigan department of state, including materials mimeographed or otherwise duplicated for distribution; or any publication issued by the Governor, a governor's special committee, the Legislature, or a legislative committee.

Michigan Documents

A quarterly index of all documents received in the Library of Michigan. Issued in March, June, September, December; accumulates with each edition throughout the year. Entries are by issuing agency, author, title and subject.

Elements

The classification number is composed of three basic parts:

1) Principal department symbol;

2) Agency and subagency symbol;

3) Publication Type Number.

1) The first part is always the **symbol for the department of state government** which issued the document. For each executive department, the symbol is composed of the initial letter or letters of the key word in the department's name.

Example:

AG	Department of Agriculture
L	Labor Department
MH	Mental Health

No punctuation is used after the principal department symbol.

2) The second part of the classification number is the **symbol for the issuing agency**, bureau or division within the principal department. Not all documents will need this part. In some cases, it may seem obvious which division issued a certain document; however, do not use the subordinate agency symbol unless the document specifically states that it was issued by this agency. Otherwise, simply use the department symbol.

The agency symbol consists of a two- or three-digit Cutter number based on the key word of its name, followed by a colon (:).

Example:

CN	Natural Resources Department
F71:	Forest Fire Division

CN Natural Resources Department
F717: Forestry Division

If the agency is further subdivided, each office, program, section, etc. has a number assigned according to the first letter of the key word of its name. This number is separated from the agency symbol by a period (.).

Example:
CIS Civil Service Department
T25.19: Technical Division. Recruitment and Placement Section.

Use the following table to determine the number of the office within an agency.

OFFICE SUBDIVISIONS

A-2	G-8	L-13	Q-18	V-23
B-3	H-9	M-14	R-19	W-24
C-4	I-10	N-15	S-20	X-25
D-5	J-11	O-16	T-21	Y-26
E-6	K-12	P-17	U-22	Z-27
F-7				

This agency symbol is followed by a colon to separate it from the publication type number.

3) The last part of the classification number designates what type the document is. Use the following table to determine **Publication Type Numbers.**

0	Forms-application blanks, announcement, etc.
1	Reports, commission proceedings, minutes, agenda, etc.
2	General publications - all documents which do not fit into any other category.
3	Bulletins.
4	Circulars.
5	Laws, rules, regulations.
6	Directories, registers, rosters.
7	This number is available for any publications which may be needed in the future. (Use only when one of the other types becomes overcrowded, such as the case of the audit reports of the Auditor General.)
8	Examinations and announcements of examinations.
9	Manual, handbooks.
10	Memoranda, letters.
11	News releases.
12	Statistics (exclusively).
13	(Not currently in use.)
14	(Not currently in use.)
15	Conferences.
16	Hearings.
17	Bibliography.
18	Maps, pictures, posters, records, etc.
20-49	Periodicals no longer published, starting with 49 and working down chronologically to the earliest publication.
50-up	Periodicals currently being published, starting with 50 and working up chronologically by date of first issue.

The Publication Type Number may be followed by a two- or three-digit Cutter number based on the first key word in the document's title.

Example:

MH	Mental Health Department
2P97	Psychiatric Evaluation in Criminal Cases

When it is necessary to indicate date of publication, a dash (-) is used with the last three digits of the year. Month and day may be added by using a slash or shilling mark (/). The abbreviation rpr. will be added for reprints following the date of reprinting by using a slash or shilling mark (/).

Examples:

E	Education Department
1M-986/7/26	Minutes-July 26, 1986
L	Labor Department
S12:	Safety and Regulation Bureau.
5B67-987	Boiler Law, Rules & Regulations. 1987 revision

Publication Type Number Definition

1) Reports, proceedings, transactions. The annual report of an agency generally omits the type number, using only agency symbol and year.

Examples:

L	Labor Department
987	Annual Report. 1987
AD	Management and Budget Department
U58:	United Spanish War Veterans
974	Annual Report, 1974

Annual reports are shelved before other reports within a department or agency.

Other reports or proceedings use the type number with or without Cutter number.

Examples:

AD	Administration Department
1G72-948	Report to the Governor and Members of the Legislature-1948
H	Public Health Department
1-961	Michigan Health Council Report, 1961

3-4) Bulletins and Circulars. Classify a document as a bulletin or circular only if it has the word printed on it. For items in a series, use a slash or shilling mark (/) to separate the type or Cutter number from the series number.

Examples:

AD	Administration Department
U58:	United Spanish War Veterans
3/250	Goodwill Bulletin #250

AG	Agriculture Department
R344.17:	Regulatory Bureau-Plant Industry Division
3S45/56	Seed Bulletin #56

10) Memoranda and Letters. Memoranda may be classified with or without a Cutter number, but are consistent within a department. When no cutter number is used, letters are distinguished by an L following the Publication Type Number.

Examples:

E	Education Department
G363.13:	Bureau of General Education-Library
10S15	Services Division
memo:	Salary Increases

CIS	Civil Service Department
10-955/9/27	Memo
To:	Arthur G.F. Rasch
From:	LaRay Froh
Subj:	Study of Longevity Pay Plans
Date:	September 27, 1955

CIS	Civil Service Department
10L-945/1	letter
To:	Veteran Counselors Collider
From:	Thomas J. Wilson
Subject:	Position vacancies in Michigan Civil Service
Date:	January 5, 1945

12) Statistics. This type number is reserved for documents which consist exclusively of statistics. Documents which merely include statistics with other information are classified under their principal type number.

20-up) Periodicals. The individual type number of a periodical is followed by volume and issue number if these are printed on the periodical. The volume number is separated from the type number by a slash (/). If no volume number appears on the periodical, the type number is followed by a dash (-) and the date of the issue.

Examples:

E	Education Department
52/35/2	Michigan Education News, Vol. 35, #2

MH	Mental Health Department
C68:	Coldwater Regional Center for Developmental Disabilities
51-983/7	Around the Grounds. July 1983

Some confusion may be caused by agency name changes or department reorganization. Any agency which has had a name change since the classification system was created continues to use its original number. Cross references are made between old and new names. If an agency is abolished and replaced by a newly-created agency, or changes its department, the new agency is assigned a number.

Departmental Information

Commissions

A few commissions have individual numbers and are treated as departments. The majority of commissions, however, are classed under the Governor or the Legislature, depending on which branch created the commission. If unknown, the classification number defaults to the Governor. Independent commissions are:

BO	Michigan Boundary Commission
CIW	Civil War Centennial Observance Commission
IM	Immigration Commission
PL	Michigan Planning Commission

Administration Department

Although it is now the Department of Management and Budget, this department still retains the classification letters AD.

Conservation Department

Although it is now the Department of Natural Resources, this department retains the classification letters CN.

Constitutional Convention

This heading includes all the Constitutional Conventions. The conventions are treated as departments and their committees handled as divisions.

Governor's Office

Each governor has an individual number which corresponds to his number in succession. (This number may be obtained from any Michigan Manual.) For example, James J. Blanchard 45:; John M. Engler 46:.

Governor's committees are commissions and are appointed to study particular problems and report directly to the Governor and usually cease to exist after making their report. Regular bureau treatment is not practical, so committees are arbitrarily classed under the governor's number followed by a period and the numeral 8. A two- or three-digit Cutter number is assigned to each committee based on the key word of its name. Type numbers are used only if a committee issues publications other than a report.

Examples:

Gv41.8:	Governor's Study Commission of Elections.
E45	Report. 1953
Gv43.8:	Governor's Commission on Migrant Labor
L12/2	Second Report... 1966
Gv45.8:	Governor's Commission on the Status of Women
S87	Laws of Special Interest to Women in Michigan
5W	1968

Legislature

The committees established by the Legislature are grouped under the symbol LG2-LG9. A two- or three-figure Cutter number is assigned to each committee based on the report or study of its findings, and the Publication Type Number is designated. In this case, a colon (:) is used to separate the committee number from the Publication Type Number.

Examples:

LG2	Legislature
L12	House and Senate Labor Committee. Preliminary report
LG2	Legislature
W31:	Joint Committee on Water Resource Planning
5W	Michigan Laws Relating to Water

Management and Budget Department

See note under Administration Department

Natural Resources Department

See note under Conservation Department

Social Services Department

Each county has its own Social Services Department, but these are not treated as county documents because they all fall under the jurisdiction of the state Social Services department. Ordinarily, the only publications of these county departments are their annual reports, which are classified under SC C1, followed by a period and the number the county has after all counties are arranged in alphabetical order.

Example:
Allegan County is SC C1.3:
Wayne County is SC C1.82:

Supreme Court

The Supreme Court may also have a special committee. This is classed under SU2 and treated in the same manner as a legislative committee.

Transportation Department

Formerly called Department of State Highways and Transportation, and the State Highways Department, it still retains the classification number HW.

Governors of the State of Michigan

1	Stevens Thompson Mason	1835-40
2	Edward Mundy*	1840
3	William Woodbridge	1840-41
4	James Wright Gordon*	1841
5	John S. Barry	1842-46, 1850-51
6	Alpheus Felch	1846-47
7	William L. Greenly*	1847
8	Epaphroditus Ransom	1848-50
9	Robert McClelland	1852-53
10	Andrew Parsons	1853-54
11	Kingsley Scott Bingham	1855-58
12	Moses Wisner	1859-60
13	Austin Blair	1861-64
14	Henry Howland Crapo	1865-68
15	Henry P. Baldwin	1869-72
16	John Judson Badley	1873-76
17	Charles M. Croswell	1877-80
18	David Jerome	1881-82
19	Josiah W. Begole	1883-84
20	Russell Alexander Alger	1885-87
21	Cyrus G. Luce	1887-90
22	Edward Baruch Winans	1891-92
23	John Treadway Rich	1893-96
24	Hazen S. Pingree	1897-1900
25	Aaron T. Bliss	1901-04
26	Fred M. Warner	1905-10
27	Chase Salmon Osborn	1911-12
28	Woodbridge N. Ferris	1913-16
29	Albert Edson Sleeper	1917-20
30	Alexander J. Grosebeck	1921-26
31	Fred W. Green	1927-30
32	Wilbur Marion Brucker	1931-32
33	William A. Comstock	1933-34
34, 36	Frank D.Fitzgerald	1935-36, 1939
35	Frank Murphy	1937-38
37	Luren Dudley Dickinson*	1939-40
38	Murray D. Van Wagoner	1941-42
39	Harry F. Kelly	1943-46
40	Kim Sigler	1947-48
41	G. Mennen Williams	1949-60
42	John B. Swainson	1961-62
43	George Romney	1963-69
44	William G. Milliken*	1969-83
45	James J. Blanchard	1983-89
46	John M. Engler	1990-

*Lieutenant Governors who acted as Governors or succeeded Governors.

MICHIGAN DOCUMENTS SHELVING RULES

I. Basic Arrangements
Department, publication
Department, agency, publication
Department, agency, subagency, publication

II. Rules for Shelving by Department (The first letter(s) before the space in the classification number.)

A. Nothing before something.

B. Numbers before letters.

Basic Rule: Departments represented by a single letter or up to four letters file alphabetically.

Examples:
CI (Civil Rights Dept.)
CIS (Civil Service Dept.)
E (Education Dept.)
GvEx (Governor's Executive Office)

The Governor and the Executive Office have special treatments. The letters assigned to the Governor of the State of Michigan are Gv, followed by the ordinal number of succession of each governor.

The Executive Office is assigned Gv Ex and files after all breakdowns for the Governor.

Examples:
Gv45
Gv45.8
Gv46
Gv46.8
Gv Ex

The Legislature is also given special treatment with the designation of LG for the Legislature and LG2 through LG9 for Legislative Committees.

Examples:
LG
LG 5
LG 9
LG2 A26
LG3 D75

III. Rules for Shelving Agencies and Subagencies (The part of the classification number after the space following the department and before the colon.)

A. Nothing before something.

B. Numbers before letters.

C. Colon before period.

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Basic Rule: Agencies [Example: E V872:] always start with a single letter, followed by numbers and ending with a colon. The numbers to the right of the period indicate sub-agencies [E V872.19:], may be numbered from 1-27, and are filed in numerical order.

Examples:
S4:
Q5.3:
Q5.19:
E19:
E19.5:
E19.19:
V872:
V872.4:
V872.19:

IV. Rules for Arranging Publications

Basic Rule: Always start with a number(s) from 0-99; or year(s). The first number (1) may not have been used when writing a year.

Example:
1889 = 889
1947 = 947

Annual reports are treated as if preceded by the number one and file directly before 1-YEAR.

Example:
T 976
T 1-976

Priority Filing Arrangement of Publications: When conflicts exist, file in this order:

1. 0 Nothing always files before something;
2. W Word(s) file before:
3. D Date(s)/Dash (-) file before:
4. S Slash (/) files before:
5. N Number(s) file before:
6. L Letter files before:
7. C Cutters

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Michigan Documents Bibliography

Locating Pre-1952 Michigan Documents

A Bibliography of Sources Held at the Library of Michigan

Bowker, R. R., ed. *State Publications; a Provisional List of Official Publications of the Several States of the United States.* Part II: *North Central States* (1902). New York: Office of the Publishers' Weekly, 1899-1908. Library has: Parts I-IV.
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Michigan Documents: E G326.13:2C35-898.
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PUBLICATIONS PRICE LIST

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Michigan Legislation, Administrative Rules & Regulations

1987 Public & Local Acts	$21.50 ea.
1988 Public & Local Acts	$27.25 ea.
1989 Public & Local Acts	$27.00 ea.
1990 Public & Local Acts	$36.00 ea.
1979 Administrative Code, Vol. 1-3	$95.00 Set
1980 Annual Supplement	$ 6.40 ea.
1981 Annual Supplement	$ 9.00 ea.
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1990 Annual Supplement	$30.00 ea.
1990 Michigan Register	$75.00 per yr.
1991 Michigan Register	$85.00 per yr.

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1992 Michigan Register	$90.00 per yr.
(Published monthly, 12 issues/year-Jan.thru Dec.)	First Class Mail
Revised Michigan Probate Code, Feb. 1988	Currently Unavailable
Michigan Public Health Code, Sept. 1990	$ 9.00 ea.
Michigan Drain Code, June 1987	$ 6.00 ea.
School Code, Nov. 1989	$ 5.00 ea.
Laws Relating to Education, Feb. 1990	$10.00 ea.
Administrative Rules Relating to Ed., Nov. 1989	Currently Unavailable
Administrative Procedure Act, Revised Jan. 1991	$ 3.50 ea.
Michigan Drafting Manual	$50.00 ea.
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Administrative Rules & Michigan Register: A Manual of style and Procedures, Revised April 1991	$ 4.00 ea.
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Michigan Child Support Guidelines, Jan. 1992	$ 5.00 ea.
Custody Investigation Model	$10.00 ea.
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MI Juvenile Law Sourcebook	$20.00 ea.
Flag, Michigan, Single-Faced, Cotton, 3'x5'	$25.00 ea.
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